

Transferring Electronic Records on CD-R Media to the Georgia Archives

Considerations for State Government Officials

Why should state agencies transfer electronic records to the Georgia Archives?

Georgia law (O.C.G.A. 45-13-46) states that any record created or received by a state agency, constitutional officer, or presiding officer in the performance of a public duty or paid for by public funds, and certified by the director of the Georgia Archives as necessary to document the history, organization, functions, policies, decisions, and procedures of the agency or office, shall be placed for permanent preservation in the Georgia Archives when no longer in current use by the agency or officer. In most cases the State Retention Schedules indicate which records are permanent. If records designated as permanent are created in electronic form, it may be advisable to transfer them to the archives in that form. No records may be transferred to the archives without prior review by the archives staff to determine their suitability for permanent retention.

Which record formats are appropriate for transfer?

The use of record formats with open specifications ensures that data will be more readily accessible for longer periods of time. The following file formats are currently acceptable for transfer to the archives:

- Tagged Image File Format (TIFF)
- Portable Document Format (PDF)
- Portable Document Format - Archival (PDF/A)

Compressed or encrypted files are not acceptable for transfer.

What type of media are appropriate for transferring records?

Standards for transfer media ensure that physical deterioration will not prematurely render electronic records unrecoverable. 4.7" (12cm) CD-Recordable discs are the only acceptable transfer medium. The Archives can not accept business card CD-R, mini CD-R, or non-standard shaped media, nor can we accept CD-Rewritable (CD-RW) discs or DVD media.

Your agency might choose to transfer records on archival quality CD-R media featuring a gold reflective surface and a phthalocyanine dye layer.



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Are there any other technical requirements for acceptable CD-Rs?

Your CD writing software should provide certain options specifying the type of file systems and write modes used to organize the data burned to disc:

- File System Please select the Joliet file system for the CD-R
- CD Physical Format Please select CDROM (Mode 1), not CDROM XA (Mode 2) or other formats.

What specific identifying information should be placed on the CD jewel case insert card?

Each insert card should contain much of the same information included on the Permanent Records Transfer and Receipt Form. The insert card should also feature an identifying number or letter for the disc. Please include:

- Agency Data: Your agency's name, code number, and location
- Record Series: The official title of the records being transferred as found on the approved record retention schedule
- Schedule Data: The record retention schedule number
- File Years: Date span of the records
- Identification: Individual letter or number for each disc (disc A, disc B, disc C)

What specific identifying information should be placed on the CD-R itself?

Like the CD insert card, the CD-R should contain specific information for proper identification. Please place an identifying number (as described above) on the hub on the non-writable side for proper identification. Please use a soft felt-tip permanent pen with a water-based ink.

It is important that you do not mark the surface of the disc with a sharp pen, as the label side of CD-R media is very fragile. We ask that you label the clear central hub area of the disc only. If you must write on the label area, please use a soft felt-tip marker. Please do not place labels or stickers on the surface of the disc.

Are there any requirements for storage or packaging?

The discs should be placed in standard or slim-line jewel cases. Please do not transmit CD-Rs in paper or tyvek sleeves, as these may abrade or otherwise damage the write surface of this disc.



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What happens after I send my records to the Archives?

Before the records can be officially accepted by the Archives, they must undergo quality control screening. We will notify your agency upon arrival of the records at our facility. Please note that this initial notification does not constitute final acceptance of the records. Please wait for an official transmittal verification from the Archives before making any final decision on the ultimate disposition of your copy of the records.

Further Information

The Georgia Archives is ready to provide assistance to state agencies that have questions about transferring electronic records to the Archives. Please call (678) 364-3790.

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